

DVHA Routing Form

Type of Agreement: Contract Agreement #: 18263 Form of Agreement: Amendment Amendment #: 2

Name of Recipient: Special Services Transportation Agency (SSTA) Vendor #: 6803

Agreement Manager: Bill Clark Phone #: 879-5958

Brief
Explanation of Agreement: Adding six months of funding for transportation services

Start Date: October 1, 2010 End Date: December 31, 2011 Maximum Amount: \$195,245.00

Amendments Only: Maximum Prior Amount: \$117,147.00 Percentage of Change: 66.66%

Bid Process (Contracts Only): ☐ Standard ☐ Simplified ☒ Sole Source ☐ Statutory ☐ Master Contract SOW

Funding Source

Global Commitment 93.778	\$195,245.00		

Contents of Attached Packet

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> AA-14 | <input type="checkbox"/> Attachments A, B, C & F | <input type="checkbox"/> Attachment G - Academic Research |
| <input checked="" type="checkbox"/> Sole Source Memo | <input type="checkbox"/> Attachment D - Modifications to C & F | <input type="checkbox"/> MOU |
| <input type="checkbox"/> Qualitative/Justification Memo | <input type="checkbox"/> Attachment E - Business Associate Agreement | <input checked="" type="checkbox"/> Other: <u>Amendment #2</u> |

Reviewer	Reviewer Initials	Date In	Date Out
DVHA Grant & Contract Administrator	Kate Jones	7/14	7/14
DVHA BO	Jill Gould	7/14/11	7/14/11
DVHA Commissioner	Lori Collins	7/14/11	7/14/11
AHS Attorney General	Seth Steinzor		7/22/11
Following Approvals for Contracts Only:			
AHS CIO	Angela Roulle		
AHS Central Office	Martha Faber		
AHS Secretary	Patrick Flood, Dept Sec		

Vision Account Codes: Paid through HP's MMIS system

☐ Subrecipient Module Entry

☐ FFATA Entry

Initials & Date

Vision PO #: _____

STATE OF VERMONT CONTRACT SUMMARY AND CERTIFICATION ----- Form AA-14 (10/18/2010)

Note: All sections are required. Incomplete forms will be returned to department.

CHECK ONLY ONE BOX IF APPLICABLE:

I. CONTRACT INFORMATION:

☐ ARRA Contract☐ ACA Contract

Agency/Department: AHS/ DVHA

Contract #: 18263

Amendment #: 2

Vendor Name: Special Services Transportation Agency

VISION Vendor No: 6803

Vendor Address: 2091 Main Street, Colchester, VT 05446

Starting Date: 10/1/2010

Ending Date: 12/31/2011

Amendment Date:

Summary of agreement or amendment: Adding six months of funding for transportation services.

II. FINANCIAL INFORMATION

Maximum Payable: \$195,245 Prior Maximum: \$ 117,147 Prior Contract # (If Renewal):

Current Amendment: \$78,089 Cumulative amendments: \$ 78,098 % Cumulative Change: 66.66 %

Business Unit(s): 03410

VISION Account: 507600

III. PERFORMANCE INFORMATION

Does this Agreement include Performance Measures tied to Outcomes and/or financial reward/penalties? ☒ Yes ☐ No

Estimated Funding Split: G-Fund % S-Fund % F-Fund % GC-Fund 100.00 % Other %

III. PUBLIC COMPETITION

The agency has taken reasonable steps to control the price of the contract or procurement grant and to allow qualified organizations to compete for the work authorized by this contract. The agency has done this through:

☐ Standard bid or RFP ☐ Simplified Bid ☒ Sole Sourced ☐ Qualification Based Selection ☐ Statutory

IV. TYPE OF AGREEMENT & PERFORMANCE INFORMATION

Check all that apply: ☐ Service ☒ Personal Service ☐ Architect/Engineer ☐ Construction ☐ Marketing
☐ Information Technology ☐ Other, describe:

V. SUITABILITY FOR CONTRACT FOR SERVICE

☒ Yes ☐ No ☐ n/a If this is a Personal Service contract, does this agreement meet all 3 parts of the "ABC" definition of independent contractor? (See Bulletin 3.5) If NO, then contractor must be paid through Payroll

VI. CONFLICT OF INTEREST

By signing below, I certify that no person able to control or influence award of this contract had a pecuniary interest in its award or performance, either personally or through a member of his or her household, family, or business.

☐ Yes ☒ No Is there an "appearance" of a conflict of interest so that a reasonable person may conclude that this party was selected for improper reasons: (If yes, explain)

VII. PRIOR APPROVALS REQUIRED OR REQUESTED

☒ Yes ☐ No Agreement must be approved by the Attorney General under 3 VSA §311(a)(10) (personal service)
☒ Yes ☐ No I request the Attorney General review this agreement as to form
No, already performed by in-house AAG or counsel: _____ (initial)
☐ Yes ☒ No Agreement must be approved by the Comm. of DII; for IT hardware, software or services and
Telecommunications over \$100,000
☐ Yes ☒ No Agreement must be approved by the CMO; for Marketing services over \$15,000
☐ Yes ☒ No Agreement must be approved by Comm. Human Resources (privatization and retiree contracts)
☒ Yes ☐ No Agreement must be approved by the Secretary of Administration

VIII. AGENCY/DEPARTMENT HEAD CERTIFICATION; APPROVAL

I have made reasonable inquiry as to the accuracy of the above information:

7/14/11 *Ron Collins*
Date Agency / Department Head7/29/11 *Patricia Flood*
Date Agency Secretary or Other Department Head (if required)7/22/11 *[Signature]*
Date Approval by Attorney General

Date Approved by Commissioner of Human Resources

Date CIO (initial) Date CMO (initial)

Date Secretary of Administration *Deputy*

REC'D AUG - 2 2011



State of Vermont
Department of Vermont Health Access
312 Hurricane Lane, Suite 201
Williston VT 05495-2807
www.dvha.vermont.gov

Agency of Human Services
[Phone] 802-879-5900
[Fax] 802-879-5651

MEMORANDUM

TO: Jeb Spaulding; Secretary, Agency of Administration (AOA)

FROM: Lori Collins; Acting Commissioner, Department of Vermont Health Access (DVHA)

THROUGH: Douglas Racine; Secretary, Agency of Human Services (AHS) *Pf for DR 7/29/11*

DATE: July 14, 2011

SUBJECT: Approval for Sole-Source Contract for:
Special Services Transportation Agency (SSTA) (Contract # 18263)
Duration is: 10/01/10 – 12/31/11
Value of Contract: \$117,147.00 Proposed Increase: \$78,098

DVHA seeks to follow up with its recent extension amendments with an amendment that adds additional funding to the contract. When the extension amendment was finalized, we incorrectly calculated that there was enough money remaining in each contract to fund an additional six months of work. In reality, we do not have enough funding available to continue our transportation contracts. We have instructed providers to hold off on invoicing DVHA as long as possible while the current amendments are in review.

The contractors raised an issue about the lack of additional funding close to the contract's end date of 6/30/11 (before extension), although it was too late to rectify the problem without the contract expiring. Contractors have signed their six month extensions without funding to continue to the working relationship, but in good faith that funding would be added in a new amendment.

The maximum contract amount was calculated to allow us to level-fund the six-month extension of the contract term. Using the current monthly invoice amount, we added six more months of funding. We also pro-rated the criminal background checks and Volunteer Recruitment and Retention funds for an additional six months.

This contract covers the administrative costs associated with the Non-Emergency Medicaid Transportation (NEMT) program for this broker. The administrative costs in this contract are identical to those paid in the previous fiscal year. Our performance measures have been working well, accruing savings for this program achieved through a decrease in utilization of the program. Utilization costs are paid as claims through the Medicaid Management Information System



REC'D AUG - 2 2011

(MMIS). We will reduce utilization by identifying and correcting inefficiencies and fraudulent/wasteful utilization.

The funding for this contract will be covered by the Global Commitment to Health Appropriations and complies with all mandatory provisions of AOA Bulletin 3.5.

AOA Approval: _____

APPROVED

Secretary of Administration
Date 04/05/11 

STATE OF VERMONT
AMENDMENT TO CONTRACT FOR PERSONAL SERVICES
Special Services Transportation Agency
AMENDMENT

Page 1 of 1
Contract # 18263
Amendment #2

It is agreed by and between the State of Vermont, Department of Vermont Health Access (hereafter called the "State") and Special Services Transportation Agency (hereafter called the "Contractor") that the contract on the subject of Medicaid transportation services, effective October 1, 2010, is hereby amended effective upon execution by both parties, as follows:

By deleting on page 1 of 115, Section 3 (Maximum Amount) and substituting in lieu thereof the following Section 3:

3. Maximum Amount. In consideration of the services to be performed by Contractor, the State agrees to pay Contractor, in accordance with the payment provisions specified in Attachment B, a sum not to exceed \$195,245.

By deleting on pages 4-5 of 115, Section 1 (Summary of Billable Services), and substituting in lieu thereof the following Section 1:

	TYPE OF PAYMENT	DESCRIPTION	SCHEDULE	MAXIMUM UNDER THIS CONTRACT	NOTES
Administrative (General)	Monthly Administrative Fee	Payment for administrative services		\$190,245	
National Criminal Record Check	Pass Through	Per manual: see Attachment O	Line Item ("NCRC") on Monthly Invoice	\$3,333	Contractor/Broker must retain documents, to make available to the DVHA upon request, which verifies this request for payment.
Taxi: VCIC Checks	Pass Through	Per manual: see Attachment O	Line Item ("Taxi VCIC") on Monthly Invoice	\$1,667	Contractor/Broker must retain documents, to make available to the DVHA upon request, which verifies this request for payment.
MAXIMUM UNDER THIS CONTRACT				\$195,245	

This amendment consists of 1 page. Except as modified by this amendment and any previous amendments, all provisions of this contract, (#18266) dated October 1, 2010, shall remain unchanged and in full force and effect.

STATE OF VERMONT
DEPARTMENT OF VERMONT HEALTH ACCESS

CONTRACTOR
SPECIAL SERVICES TRANSPORTATION AGENCY


LORI COLLINS, ACTING COMMISSIONER
DATE 9/30/11
MARK LARSON, COMMISSIONER


MURRAY BENNER, EX DIRECTOR
DATE 9/27/11